

DEMA Publications

1.0 Purpose

The purpose of this directive is to standardize official publications of DEMA. It is intended that military publications, regulations and procedures, as promulgated by the Departments of the Army and the Air Force, will be compatible with this directive.

2.0 Applicability

This directive applies to all elements within DEMA to include state and federal, military, and civilian functions. No publications are rescinded by this directive, rather corrections will be made by proponent offices as required.

3.0 Responsibilities

3.1 DEMA Administrative Services Officer

Has overall responsibility for policy development regarding publications structure. As authorized by The Adjutant General, the DEMA Administrative Services Officer is responsible for the publication of DEMA policies and directives, for procedural publication of AZNG regulations, and any department regulations that fall under the Arizona Administrative Code.

3.2 Division Directors

Are responsible to establish procedures and internal authority for publications specific to work groups within their respective divisions.

4.0 General

Due to the diversity of the Department of Emergency and Military Affairs, this directive provides general guidance with the expectation that various elements will have peculiar requirements.

4.1 Internal Publications

Army and Air National Guard publications which apply exclusively to National Guard activities and which have an internal impact only are the responsibility of the Army and Air command structure and are signed by the appropriate military authority. DEMA publications with internal applicability are the responsibility of the DEMA Administrative Services Officer.

4.2 External Publications

Publications which are regulatory in nature and have applicability outside the Department of Emergency and Military Affairs are subject to provisions of law.

4.2.1 Military Publications (Army and/or Air National Guard publications) that are regulatory in nature and have applicability to members of the public are subject to approval by the General Staff and the Governor. These will be designated AZNG Regulations.

4.2.2 Other Publications (all non-military publications) with public implications that are regulatory in nature are subject to Arizona Administrative Code. These are designated as Rules.

4.3 Internal Publications

4.3.1 DEMA Publications

Publications that have department-wide applicability are designated as follows:

- Policy – directive in nature addressing a single topic; establishes TAG emphasis; signed by TAG.
- Directive – directive in nature and establishes policy and/or procedure; may address more than one topic; signed by TAG.
- Manual – provides guidance, information, or implementation instructions.

4.3.2 Division Publications

Division Directors are responsible for the internal publication system within their respective divisions.

4.3.3 Index of Publications

The DEMA Administrative Services Officer will publish annually an index of current DEMA publications. Each Division Director will publish annually an index of current publications issued by that division.

4.4 Number and Format Criteria

4.4.1 DEMA Publications will conform to the following numbering system:

<u>Category</u>	<u>Primary Number</u>
Administration	10
Personnel/Human Resources	20
Public Affairs	30
Finance	40
Facilities	50
Assistance	60
Risk Management/Loss Control	70
Security	80
Reserved	90

Publications will use the primary number and a decimal, and will then be numbered in sequential order. Major subgroupings within a primary number sequence will be established by the DEMA Administrative Services Officer as necessary.

- 4.4.2 Divisions will assign numbering and format criteria as they deem appropriate.

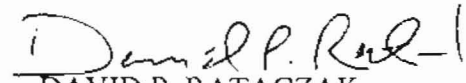
5.0 Procedures

- 5.1 Publications subject to the Administrative Code Procedures will be promulgated as provided by statute. The proponent office is responsible for the technical elements of the regulation and for the internal staffing process. The proponent office is also responsible for compliance with the Administrative Procedures Act.
- 5.2 AZNG Regulations are subject to General Staff and gubernatorial approval and will be submitted to the DEMA Administrative Services Officer after being staffed. At this point, the proposed AZNG Regulation will be in final format. The DEMA Administrative Services Officer will move the proposed regulation through the General Staff and Governor's office. Upon final approval, the proponent office will be notified and the regulation becomes effective and ready for publication.
- 5.3 DEMA Directives and Policy Letters will be proposed to the DEMA Administrative Services Officer. The proponent office is responsible for technical detail and staffing.
- 5.4 Division Directors will establish procedures and signatory responsibility for internal division publications.

6.0 Effective Date and Updates

The effective date of a publication will be displayed in the headings of all publications. Updates and changes will indicate the effective date on each page if it is different than that of the base document. It is the responsibility of each proponent office to assure that its publications are updated.

BY ORDER OF THE GOVERNOR:



DAVID P. RATACZAK
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The Adjutant General